

HR Weekly Podcast

4-16-08

Today is April 16, 2008, and welcome to the HR Weekly Podcast from the State Office of Human Resources. Today's topic concerns an update on the NEOGOV e-recruitment system.

South Carolina state government went live with the new e-recruitment system on September 12, 2007. Since then, there has been a tremendous response from the public, and the system has proven to be a great improvement to our previous recruitment processes. We have received over 196,000 applications since the system went live in September with an average of 1000 applications received per day. Of the applications received, 99 percent are online applications and only 1 percent are paper.

Due to the positive response from the public, the quantity of applications received continues to increase. By using the reporting system in NEOGOV, we can track the number of applications received per posting and also what job categories interest applicants most. For example, we have received more applications for the Administrative job category than for any other category listed in our system. We have received over 10,000 Job Interest Cards from applicants who are interested in positions posted under the Administrative job category. Some agencies are receiving a significant number of applications for each posting. Agencies are now searching for ways to manage the increased applicant pools by using screening tools provided through the new system.

OHR has suggested the following approaches for agencies to screen and manage a large numbers of applications:

1. Create supplemental questions for all job postings. Based on the minimum and preferred qualifications for the position, develop additional questions that can be used to screen applications that do not meet the desired criteria. Supplemental questions are displayed on the job posting; so, applicants are able to view these before applying for the position.
2. Create scoring plans that automatically evaluate applicants based on their responses to supplemental questions. Scoring plans are used to determine if applicants meet the minimum qualifications or preferred qualifications or both for the position and to calculate an applicant's score by assigning points for desired criteria.
3. Create and apply filters to specify desired criteria and receive a listing of applicants who meet the specified criteria. Agencies can filter from standard application questions, agency-wide questions, and supplemental questions. Use this technique to screen applications based on the minimum or preferred qualifications for the position.
4. Create detailed and accurate job postings. Be very specific about the qualifications required for the position, which should help increase the number of qualified applicants.

We appreciate your comments and suggestions for ways to improve our new e-recruitment system. If you have any questions about any of these suggestions, please contact Terra Ellerbe at 803-734-9080 or at tellerbe@ohr.sc.gov.

Thank you.